



NEW JERSEY DEPARTMENT OF AGRICULTURE
200 RIVERVIEW PLAZA
P.O. BOX 330
TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

TITLE: Agricultural Resource Specialist 3	ANNOUNCEMENT #: 34-21	ISSUE DATE: 11/10/2021 CLOSING DATE: 11/24/2021
SALARY RANGE: \$48,767.10 - \$55,436.40		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE
LOCATION: State Agricultural Development Committee (SADC), Trenton, NJ		<input checked="" type="checkbox"/> GENERAL PUBLIC

JOB DESCRIPTION

Under general supervision of a coordinator, program manager, or other supervisor in the State Agricultural Development Committee, New Jersey Department of Agriculture, this position will develop a full working knowledge of SADC related statutes, regulations, policies and procedures through one-on-one interaction with SADC staff, meetings, verbal and written correspondence, guidance, documents, digital resources and all other sources available and is able to coordinate and assist staff and partner organizations in the successful stewardship of preserved farms; proactively identify areas where representatives of county agriculture development boards, municipalities, private nonprofit entities and contractors need additional guidance, training and assistance in order to successfully monitor preserved farms and coordinate with supervisory staff and SADC statewide education/training staff to provide direction and guidance through all appropriate means available; prepare reports and correspondence containing findings, conclusions, and recommendations concerning agricultural resource management, Stewardship, Conservation and Agricultural Development to inform agency management and other government agencies and individuals; develop and maintain positive working relationships with county agricultural development boards, their professional advisors and staff, private non-profit entities, contractor, landowners and their professionals in order to successfully monitor all preserved farms annually and assist farmland owners; provide knowledgeable and accurate feedback to the general public when requests are received; maintain and organize information related to specific projects in appropriate file form to ensure readily accessible information and retrieves such information on request; attends public meetings/conferences as needed including SADC, County Agriculture Development Board, municipal and other state, federal or local agency meetings as required as a technical resource; perform and/or guide others to inspect farms for evaluation, monitoring and maintenance purposes; monitor specific farms with SADC held easements, as assigned; utilize and provide assistance to those using SADC web based stewardship resources for application processing, stewardship monitoring, reporting and record retention; coordinate with program manager or other supervisor to ensure that requested and required work assignments are completed for presentation to the State Agriculture Development Committee and that SADC actions are properly implemented in a timely manner; does other related duties as required.

SPECIAL NOTE: This position will be hired PROVISIONALLY PENDING OPEN COMPETITIVE PROCEDURES.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a bachelor's degree to include or be supplemented by twelve (12) semester hour credits in one or a combination of the following: agricultural science, natural resource management, environmental science, environmental planning, or land use planning.

EXPERIENCE: One (1) year of experience reviewing, developing, implementing, and maintaining agricultural, environmental, or land use management programs in the public or private sector.

NOTE: Applicants who have successfully completed the required courses or the required number of semester hour credits as specified above may substitute additional experience as indicated on a year- for-year basis for the remaining education with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Agricultural Science, Natural Resource Management, Environmental Science, Environmental Planning, Land Use Planning, or other related field may be substituted for the one (1) year of experience.

FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT NOTICE

Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

ELECTRONIC FILING INSTRUCTIONS

Interested candidates must email a cover letter, including the announcement number, resume and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.

POSTING AUTHORIZED BY: Jacqueline Jobes
Jacqueline Jobes, HR Manager

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